

LIVING WAGE CERTIFICATION

Official notification to: _____

The service contract that is pending between your company and the City of Santa Barbara is subject to the City of Santa Barbara Living Wage Ordinance, SBMC Chapter 9.128 (hereinafter referred to as "the Ordinance"). Pursuant to this ordinance, you are hereby notified that your company is required to demonstrate compliance by **completing and returning the attached compliance statement. This statement must be completed and returned before contract commencement.** You may fax the compliance statement to: either the requesting department or to the City of Santa Barbara Finance Department (Purchasing) at (805) 897-1977.

Please Note: Current living wage rates will apply to all subsequent contracts and amendments during the remainder of the current fiscal year ending June 30, 2012.

The City of Santa Barbara Living Wage Ordinance was adopted on April 4, 2006 (Ordinance number 5384). All capitalized terms used herein are used as defined in the Ordinance. The Ordinance requires that persons directly working on City of Santa Barbara contracts, for services specified in the ordinance, are to be paid a living wage while working on the City of Santa Barbara contract. The Ordinance only applies to those persons directly providing services to the City and does not apply to administrative or support staff employees of a Service Contract, such as administrators, payroll, personnel, or similar employees. The Ordinance also does not apply to employees who are Handicapped, Apprentices, Learners, or Student Interns, who are otherwise part of an employer's training program as those terms are defined in the Ordinance. The Ordinance also states that employees have the right to expressly negotiate and agree to wage and benefit levels different than those required by the Ordinance.

The Ordinance requires that employees working for your firm on this contract be notified that the City of Santa Barbara Living Wage Ordinance applies to them. As part of compliance for this contract, you are required to notify affected employees.

Effective from July 1, 2011, through June 30, 2012, the current rate for minimum compensation to employees is:

- 1. If benefits are not provided to an Employee, a wage of no less than \$15.75 per hour.**
- 2. If Basic Medical Insurance and Compensated Holidays are provided to the Employee, a wage of no less than \$13.50 per hour.**
- 3. If Supplemental Employee Benefits are provided to the Employee, a wage of no less than \$12.38 per hour.**

(All capitalized terms used herein are used as defined in the Ordinance, SBMC Chapter 9.128)

Also be advised that the City may request any or all certified payrolls associated with this contract, however, any such request will be made to your firm in writing and provide fourteen calendar days to respond. The City may also conduct on-site audits to verify compliance. These audits may include, but are not limited to, employee interviews.

Direct questions regarding this Ordinance to General Services Manager, City of Santa Barbara Finance Department, P.O. Box 1990, Santa Barbara, CA 93102.

1. * **Select A, B C or D below.**

- ☐ **A.** All employees working on the City of Santa Barbara contract are in the following exempt because:
- ☐ **Exemption for Handicapped Individuals and Apprentices.** An employee shall not include a “handicapped employee” employed pursuant to a special license issued under Sections 1191 and 1191.5 of the state Labor Code or an “apprentice” or “learner” employed pursuant to a special license issued under Section 1192 of the state Labor Code.
- ☐ **Exemption for Student Interns.** An employee shall also not include a student intern which shall be defined as a person receiving educational or school credit at a duly licensed and accredited school or educational institution as part of or in connection with his or her employment or service with the City Service Contractor.
- ☐ **Non-profit.**
- ☐ **Bona fide collective bargaining agreement**
- ☐ **Services are incidental. Explain:** _____

** Complete the certification portion on page 3.*

- ☐ **B.** Employees working on City of Santa Barbara contracts receive a pay rate that meets or exceeds the City of Santa Barbara Living Wage requirement of \$15.75 per hour without benefits.

** Complete items #2, #3, #4, #5 and the certification portion on page 3.*

- ☐ **C.** Employees working on City of Santa Barbara contracts receive a pay rate that meets the City of Santa Barbara Living Wage requirement of \$13.50 per hour with the following benefits:

1. A combined twelve days compensated leave time annually for full-time employees, and prorated leave for employees working less than full time
2. Basic Medical Insurance Coverage for the Employee.

** Complete items #2, #3, #4, #5 and the certification portion on page 3.*

- ☐ **D.** Employees working on City of Santa Barbara contracts receive a pay rate that meets the City of Santa Barbara Living Wage requirement of \$12.38 per hour with all of the following benefits:

1. A combined twelve days compensated leave time annually for full-time employees, and prorated leave for employees working less than full time
2. Basic Medical Insurance Coverage for the Employee.
3. Basic Medical Insurance Coverage for the Employee’s spouse, domestic partner or family.
4. One additional Supplemental Benefit as defined in the Ordinance.
 - ☐ Pension or deferred compensation retirement plan.

☐ Childcare or dependent care.

☐ Equivalent of ten (10) eight hour days of compensated leave over and above the compensated leave in item 1.

☐ Other: _____

** Complete items #2, #3, #4, #5 and the certification portion on page 3.*

2. Will any subcontractors perform work on this contract? ☐ **Yes** ☐ **No**

If yes, please indicate company(s) on an additional page.

3. Will you post employee notification form in an area accessible to employees working on City of Santa Barbara contracts? ☐ **Yes** ☐ **No**

4. You may be required to provide certified payroll records, time cards, and other records any time during the contract period to demonstrate compliance. These payroll records must include the following information for each employee working on this contract: employee name, job classification, employer benefit contribution, and hourly pay under this contract.

Do you agree to provide this information within 14 calendar days when requested? ☐ **Yes** ☐ **No**

The City may also perform on site payroll audits that may include, but are not limited to, employee interviews.

5. a) Did the Living Wage requirements affect your bid pricing? ☐ **Yes** ☐ **N**

If yes, please quantify the aggregate affect that the Living Wage requirements had on your bid price (increase bid price by \$1,000, etc.)? _____

b) How many employees had wage/benefits increases due to the Living Wage requirement?

c) How much did the above employees benefit in aggregate (group total) during the course of the contract (i.e, \$1,000): \$ _____

The signatory below hereby certifies, under penalty of perjury, that the forgoing information is correct:

Company Name

Company Address

City, State, Zip

Contact Name

Phone number

Fax number

Name and Title (Please print)

Signature

Date

You may fax the compliance statement to: City of Santa Barbara Finance Department (Purchasing) at (805) 897-1977 and reference the BID NO.